

**University of Notre Dame
Transportation Services**

Motorized Off-Road Vehicle (Golf Cart) Rental Policy

1. All MOV rentals must be coordinated through Transportation Services or the delivery of vehicle(s) to campus will be denied.
2. A rental request form can be downloaded from the Transportation Services website: <http://transportation.nd.edu>. Officer approval is required. Two week lead time is requested.
3. MOV reservations must be cancelled one week in advance to avoid charges.
4. Rental and fuel fees will be charged to the user's department as appropriate.
5. Transportation Services will provide a registration number.
6. Vehicles must be picked up at Transportation Services during normal business hours (8:00am – 4:30pm Monday - Friday). Transportation Services is located in the garage on St. Joseph Drive between Douglas Road and Holy Cross Drive.
7. Users are required to show valid driver's license and sign for the key.
8. Users must not permit any unauthorized person to operate the vehicle except in an emergency.
9. Users are responsible for a deductible if vehicle is damaged, lost or stolen.
10. Users are required to abide by all applicable motor laws and should drive the vehicle at legal speeds appropriate for pedestrian, weather, and road conditions.
11. The vehicle and keys should be returned to Transportation Services during normal business hours (8:00am – 4:30pm, Monday – Friday). Off hour returns may be arranged with Transportation Services approval.
12. Promptly report to Notre Dame Security Police, Transportation Services and Risk Management and Safety any accident or damage incurred while operating the vehicle.